**InfoPro 10/20/30 Final Exam – Excel**

1. Open up the Excel file posted on our class wiki labeled “Final Exam Excel”. Before you begin, save this file as “Final Excel Your Name”.
2. Select cell A1 and place the cell style “title” to it.
3. Highlight cells A1 to F1…Merge and Centre.
4. Highlight cells A2 to F2…Merge and Centre.
5. Select merged cells in A2 to F2 by clicking on the combined cells only once…now place the cell style “accent 1” to these cells.
6. SAVE
7. Merge cells B4 and C4.
8. Set column width on cells A6, E6, and F6 to 12.00 (89 pixels).
9. Centre align the titles in cells A4, E4, and F4.
10. Bold the titles in cells A4, E4, and F4.
11. Highlight cells A4 to F4 and place the cell style “Heading 3” here.
12. Switch the date from 3/1/2012 to 1-Mar-12
13. Use autofill to fill down the dates properly and easily.
14. SAVE
15. Bold the word “Average” in cell A22
16. Find the average daily high temperature for column B and place the answer in cell B22.
17. Find the average daily low for column C and place the answer in cell C22.
18. Set the averages so that there is only one number following the decimal.
19. Bold the words “Average” and “Total” in D22 and D23.
20. Find the average for rainfall in column E.
21. SAVE
22. Find the average for snowfall in column F.
23. Calculate the total rainfall in column E.
24. Calculate the total rainfall in column F.
25. Select the range of A22 to F23 and place the cell style “Total” here.
26. Insert a header with today’s date in the left header and your name in the right header…nothing goes in the middle header.
27. SAVE
28. Go to the page layout tab, then click on scale to fit. Once you are in here, select the margins tab and click the boxes labeled “horizontally” and “vertically”.
29. Save the file and make sure you know where it is going in your folders.
30. Print the file and hand into the designated area.
31. To be on the safe side, email me a copy of this to [mrjurgensipro@gmail.com](mailto:mrjurgensipro@gmail.com). Do not leave until this email has been received.
32. Congrats!!! You are done InfoPro! It was great having you in my class this semester!!